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25X1A Approved For Release 2001/08/15 : CIA-RDP78-04718A000500050012-0

ADD/A

AR-D-0284

19 March 1952

04M 5

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On the basis of your letter of 20 February I had a thorough investigation made of your whole T/O situation and the related problems.

The results of this investigation are shown in a brief form for your information:

1. Your T/O is [redacted] persons.

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2. This T/O of [redacted] based on internal determination of [redacted] office, may be subject to a possible 17.5% cut, which represents the overall percentage cut placed upon [redacted] "ceiling" order.

3. Your T/O of [redacted] breaks down as follows:

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Senior
Rep.

Total

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On duty
Pending shipment
Pending clearance
Vacancies

4. Of the 15 vacancies in your T/O there are:

1	GS-15
1	GS-14
3	GS-13
1	GS-12
1	GS-11
3	GS-9 (1 - Administrative)
2	GS-6 (Intelligence Officer slots)
2	GS-5 (Clerical slots)
1	Casualty
15	Total

You will note that there are only three clerical vacancies in your T/O, a GS-9 and two GS-5's.

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No Change In Class. ☐

☐ Declassified

Class. Changed To: TS S ☒

Date: 13 Nov 78

By: 016

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5. I am told by my operating colleagues that there is a real problem in providing [REDACTED] for more than 32 employees, but that it is possible that [REDACTED] may agree to the 39 people already [REDACTED]

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It would seem to me that, in view of the information stated above, you are in a pretty good position as regards the percentage completion of recruitment against your T/O. It would further appear that your big problem is one of developing satisfactory cover for the candidates now in process of clearance. This problem is not within my cognizance. However, I am referring the matter to Mr. [REDACTED] and will, of course, be most willing to give him and you such help as I can.

If there are any problems concerning specific individuals, please let me know and I will do all I can to help.

Sincerely,

25X1C

/s/

[REDACTED]

Distribution:

25X1C

- Orig & 1 - Addressee
- 1 - DD/P
- 1 - DD/A
- 1 - ADD/A ✓
- 1 - SA-DD/A (LST)
- 1 - [REDACTED] (OSO)
- 1 - ER

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